

City of Dover



Finance Department & Procurement and Inventory

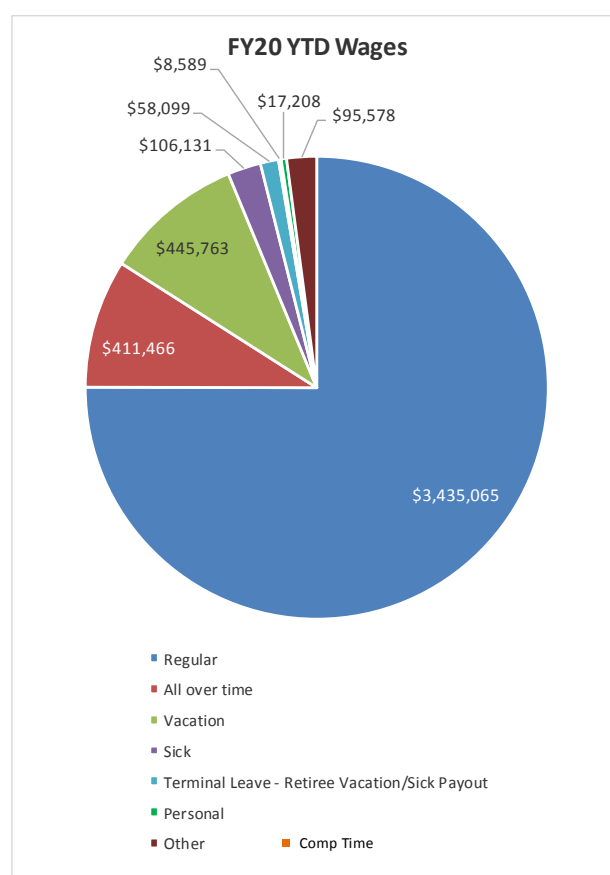
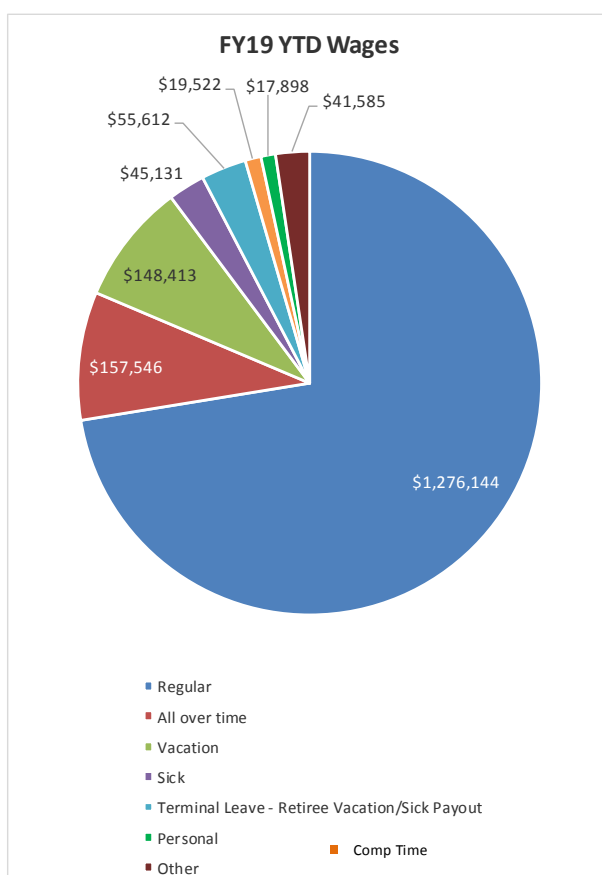
MONTHLY REPORT July 2019

PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

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CITY OF DOVER ACTIVITY REPORTS JULY 2019 FINANCE DEPARTMENT ACTIVITY LEVELS

	FY19 YTD	FY20 YTD
BANK TRENDS		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	637	676
Total Amount of All Deposits	\$ 19,646,044	\$ 25,274,686
Other Activity		
Number of Pay Periods	2	5
Number of Payroll Checks & Direct Deposits Issued	796	1,997
Number of Pension Checks Issued	257	512
Total Pension Benefits Paid - Defined Benefit Plan	\$ 459,597	\$ 925,934
ACCOUNTS PAYABLE		
Number of Check Vouchers	477	570
Number of EFT Vouchers	211	227
Vouchers Dollar Amount Disbursed	\$ 7,712,387	\$ 7,641,067



City of Dover
General Fund Summary
Fiscal Year to Date (July 2019)

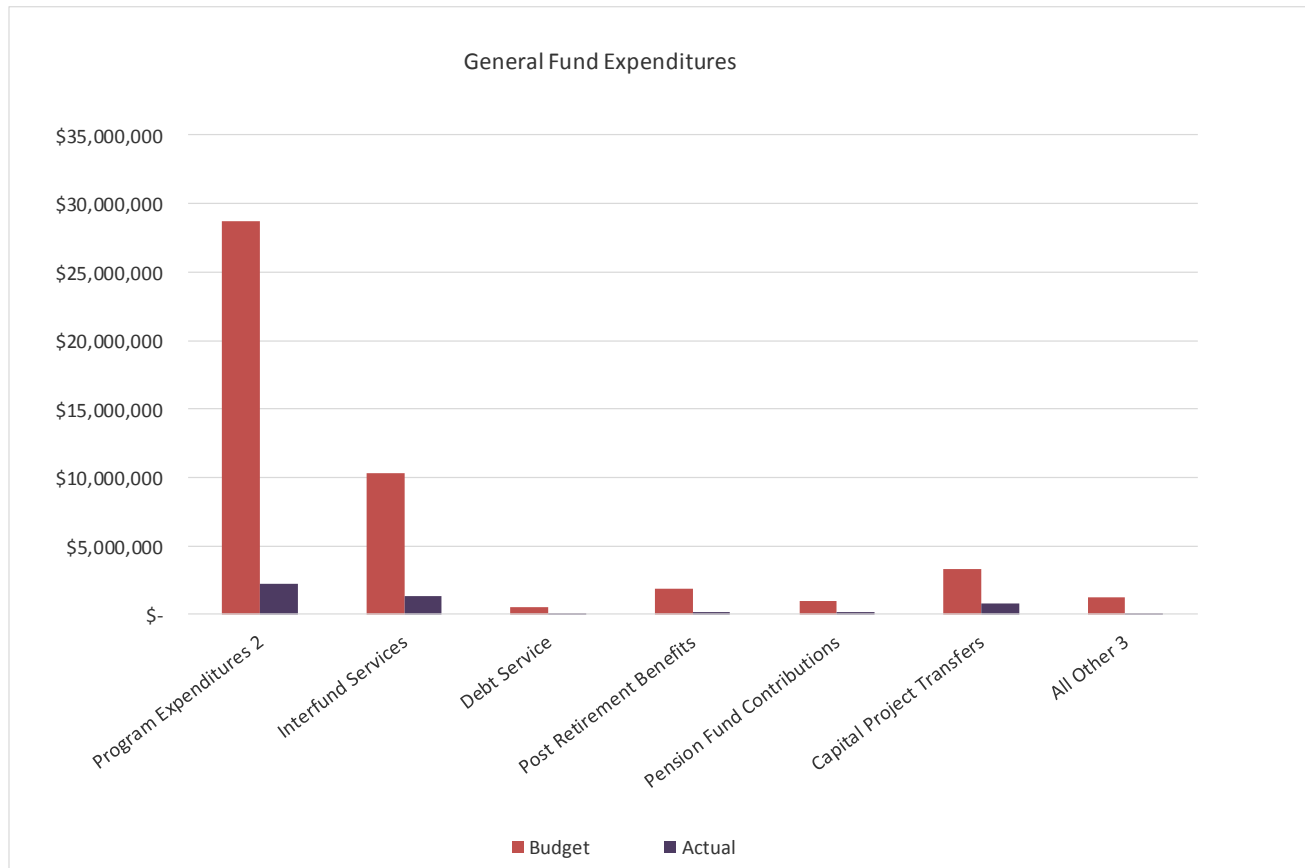
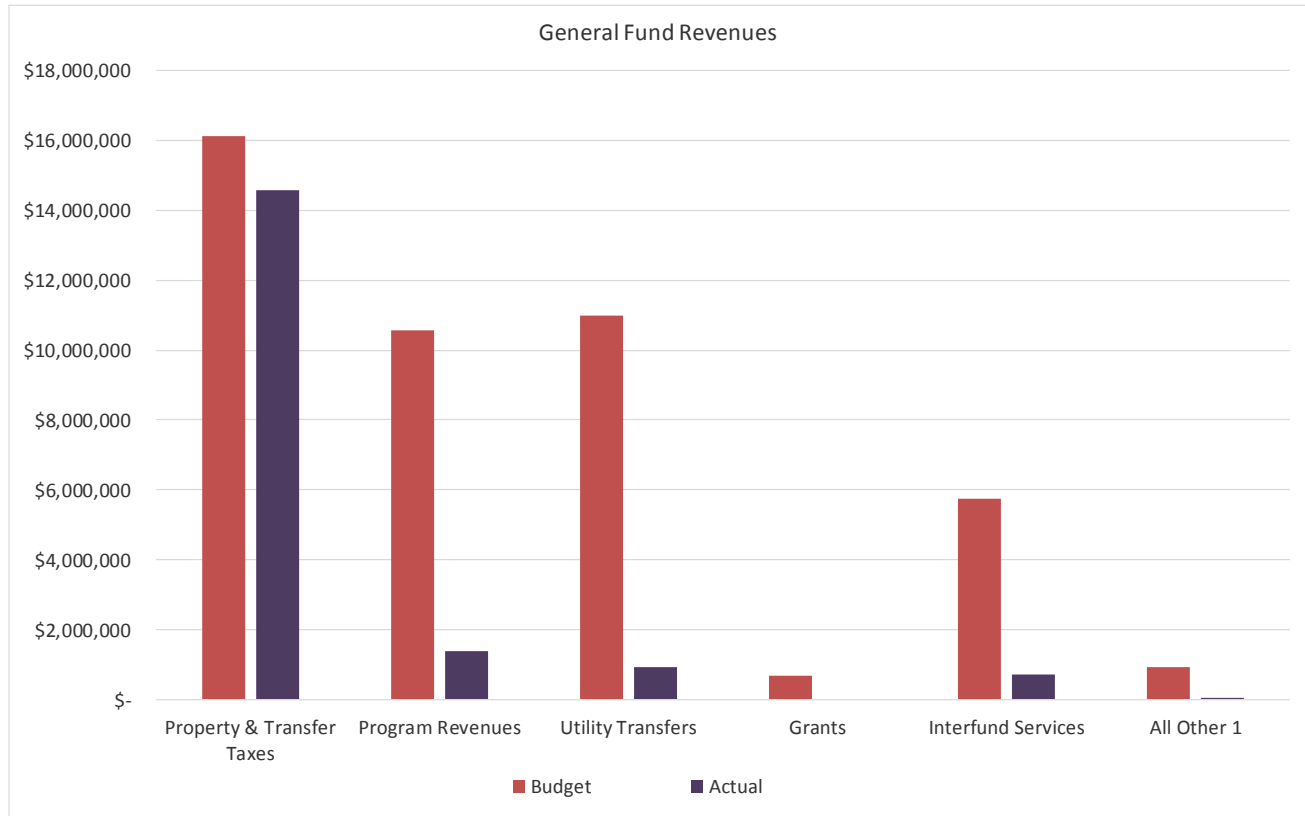
Revenues			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 16,121,700	\$ 14,575,533	90%
Program Revenues	10,570,600	1,370,849	13%
Utility Transfers	11,000,000	916,670	8%
Grants	688,500	-	0%
Interfund Services	5,749,900	727,190	13%
All Other ¹	933,000	25,104	3%
	<u>\$ 45,063,700</u>	<u>\$ 17,615,346</u>	<u>39%</u>

Expenditures			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenditures ²	\$ 28,694,900	\$ 2,268,326	8%
Interfund Services	10,312,700	1,352,440	13%
Debt Service	500,000	38,746	8%
Post Retirement Benefits	1,894,900	157,910	8%
Pension Fund Contributions	964,600	195,000	20%
Capital Project Transfers	3,261,600	815,400	25%
All Other ³	1,235,000	76,772	6%
	<u>\$ 46,863,700</u>	<u>\$ 4,904,594</u>	<u>10%</u>

¹ Includes Franchise Fees, Miscellaneous Receipts, Garrison Farm Rent, Return Check Fees, Fund Interest Income, and Investment Manager Cost

² Includes Stormwater Account

³ Includes Misc. Grant Exp., Bank and CC Fees, Street Lights Expense, DDP Contribution, Transfer to Electric I&E, and Bond Issue Costs



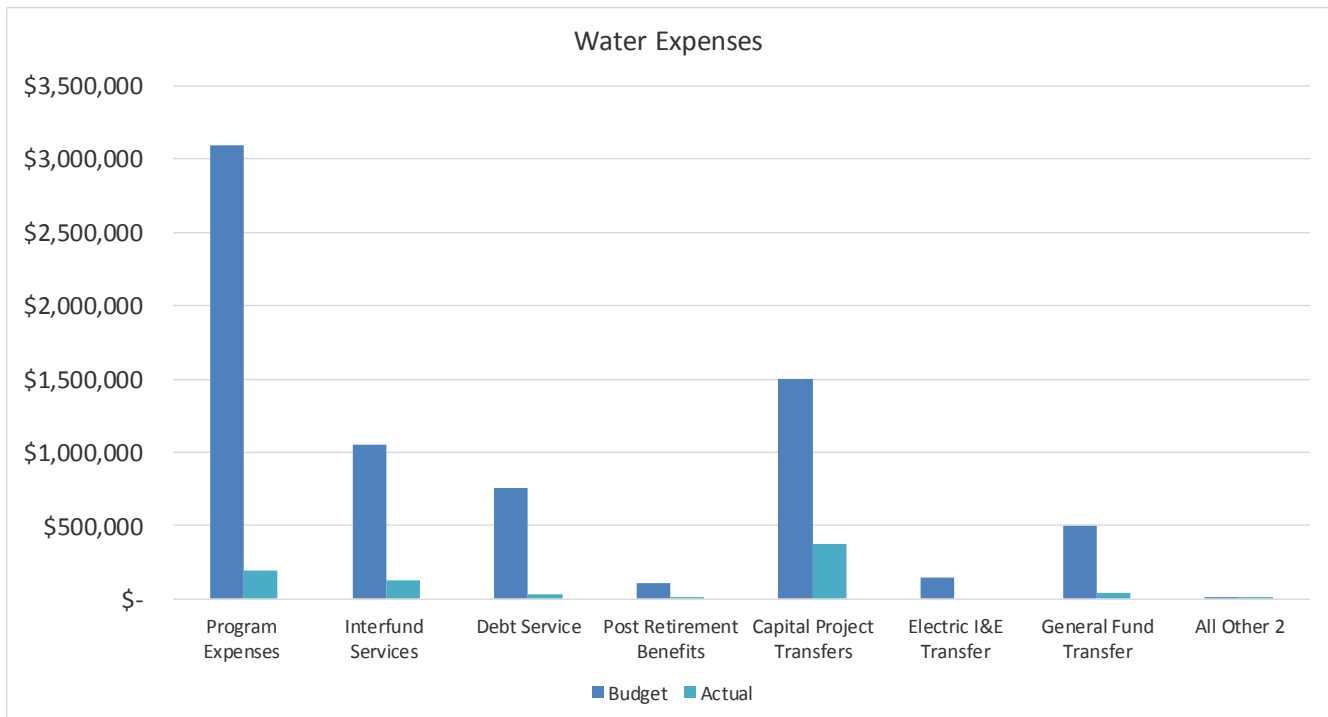
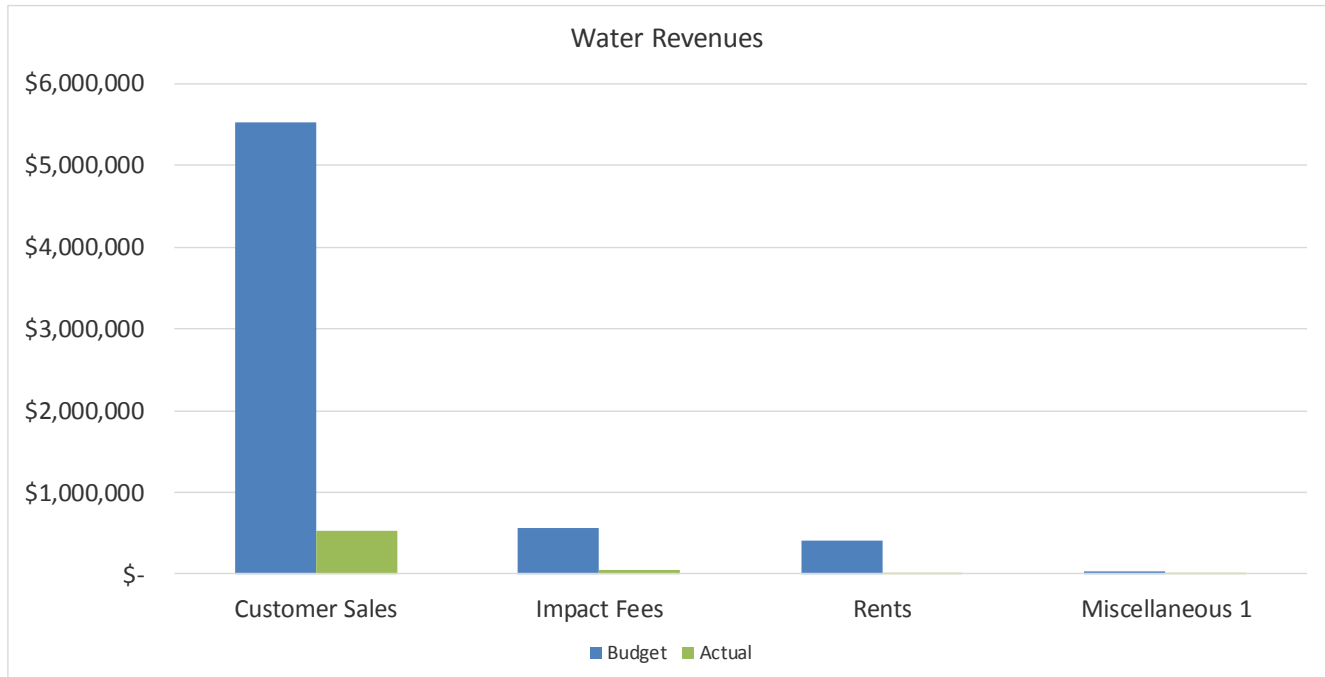
City of Dover
Water Fund Summary
Fiscal Year to Date (July 2019)

Revenues			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 5,530,800	\$ 526,238	10%
Impact Fees	570,000	54,024	9%
Rents	410,200	3,927	1%
Miscellaneous ¹	33,000	6,102	18%
	<u>\$ 6,544,000</u>	<u>\$ 590,291</u>	<u>9%</u>

Expenditures			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 3,090,700	\$ 194,891	6%
Interfund Services	1,052,700	126,110	12%
Debt Service	760,000	29,584	4%
Post Retirement Benefits	113,200	9,330	8%
Capital Project Transfers	1,500,000	375,000	25%
Electric I&E Transfer	149,000	-	0%
General Fund Transfer	500,000	41,670	8%
All Other ²	14,000	2,918	21%
	<u>\$ 7,179,600</u>	<u>\$ 779,503</u>	<u>11%</u>

¹ Includes Interest Earnings and Miscellaneous Income

² Includes Bank & CC Fees

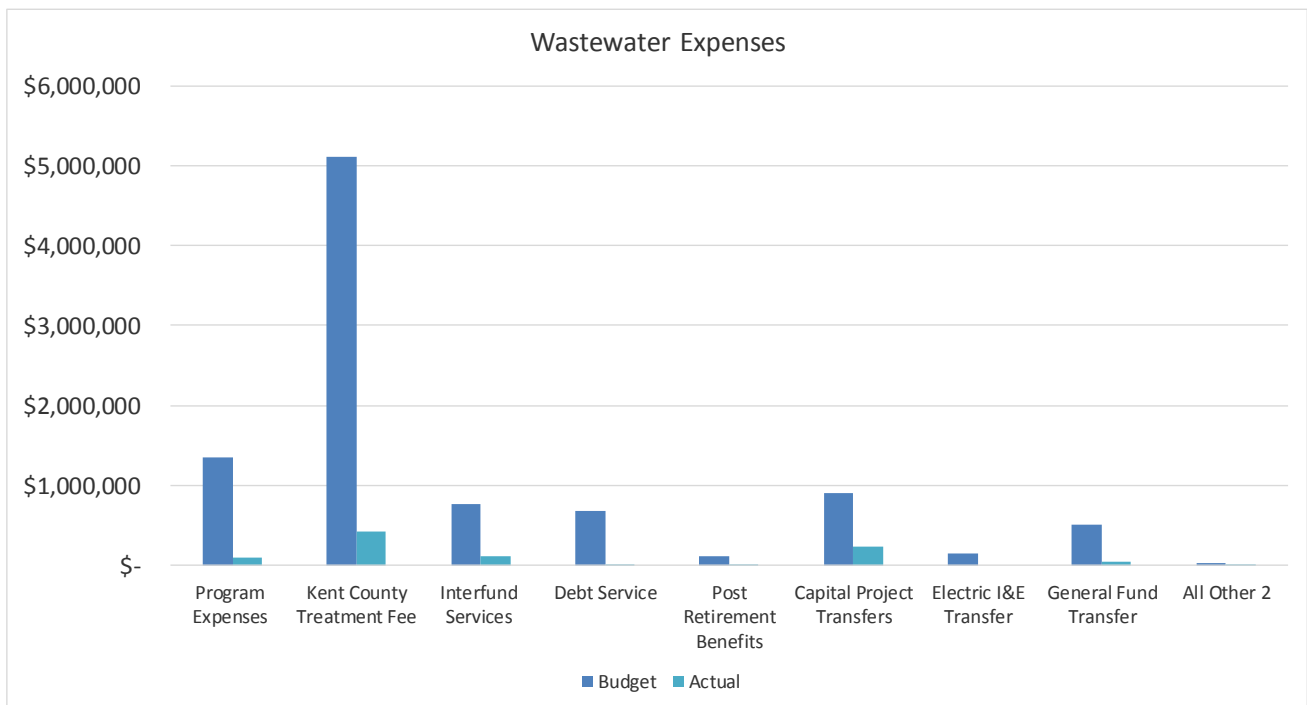
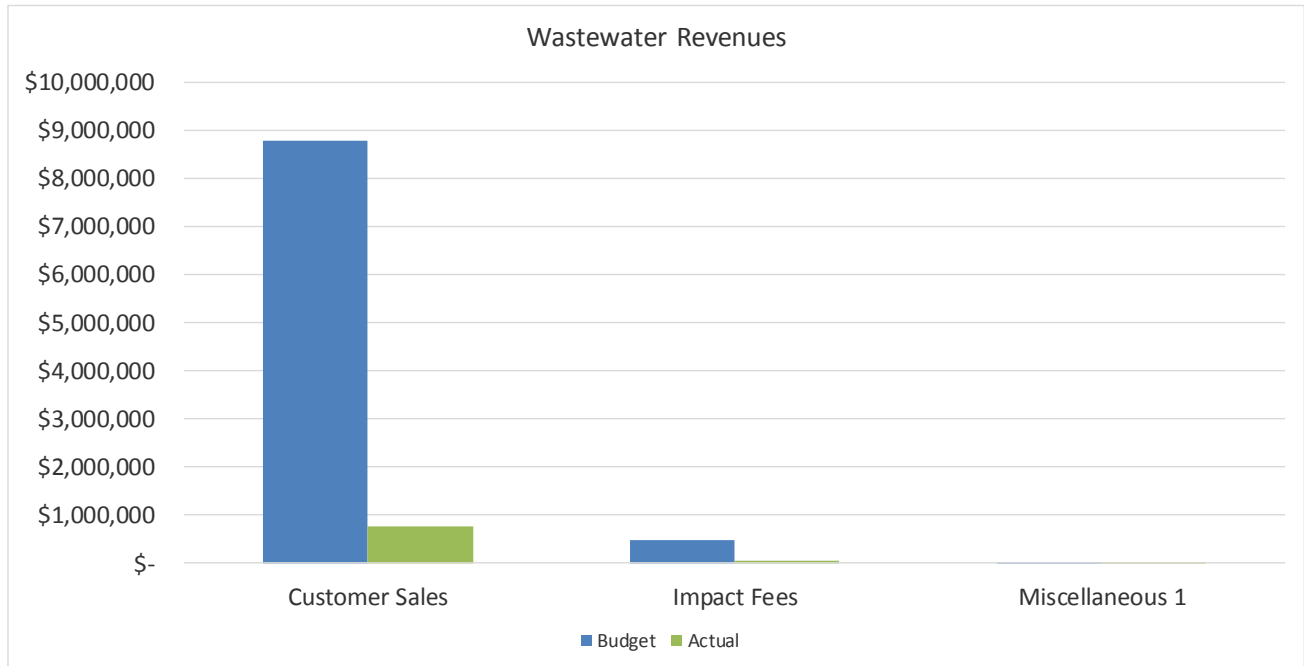


City of Dover
Wastewater Fund Summary
Fiscal Year to Date (July 2019)

Revenues			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 8,763,600	\$ 766,746	9%
Impact Fees	480,000	45,094	9%
Miscellaneous ¹	33,200	1,623	5%
	<u>\$ 9,276,800</u>	<u>\$ 813,463</u>	<u>9%</u>
Expenditures			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 1,349,000	\$ 92,233	7%
Kent County Treatment Fee	5,101,900	425,158	8%
Interfund Services	759,800	104,513	14%
Debt Service	672,500	12,625	2%
Post Retirement Benefits	113,100	9,530	8%
Capital Project Transfers	900,000	225,000	25%
Electric I&E Transfer	149,000	-	0%
General Fund Transfer	500,000	41,670	8%
All Other ²	29,000	580	2%
	<u>\$ 9,574,300</u>	<u>\$ 911,309</u>	<u>10%</u>

¹ Includes Interest Earnings, Miscellaneous Income, and Wastewater Penalties

² Includes Bank & CC Fees and Bond Issuance Cost



City of Dover
Electric Fund Summary
Fiscal Year to Date (July 2019)

Revenues

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 84,008,400	\$ 7,787,903	9%
Distribution of Earnings	(2,873,800)	(268,549)	9%
All Other ¹	960,400	91,129	9%
	<u>\$ 82,095,000</u>	<u>\$ 7,610,483</u>	<u>9%</u>

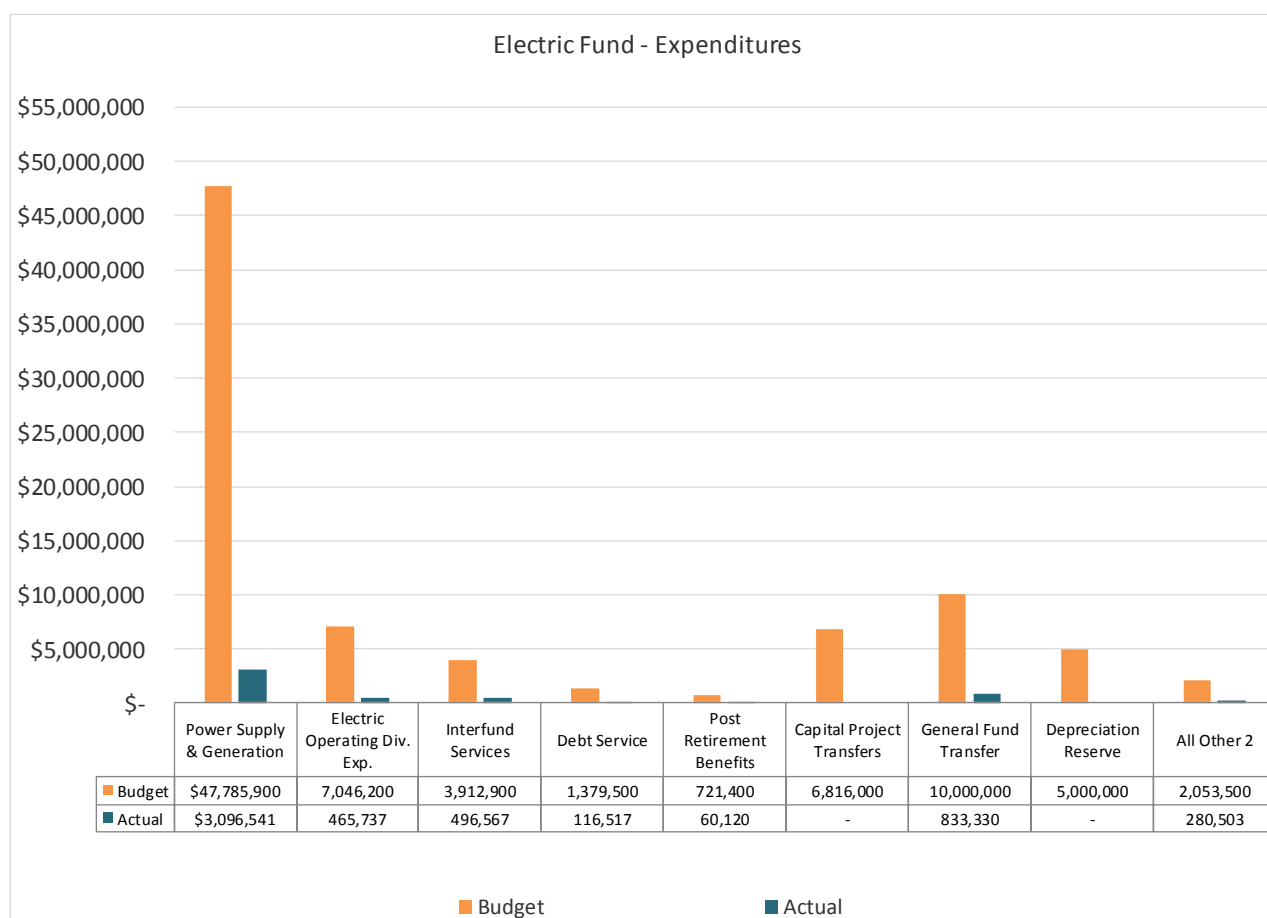
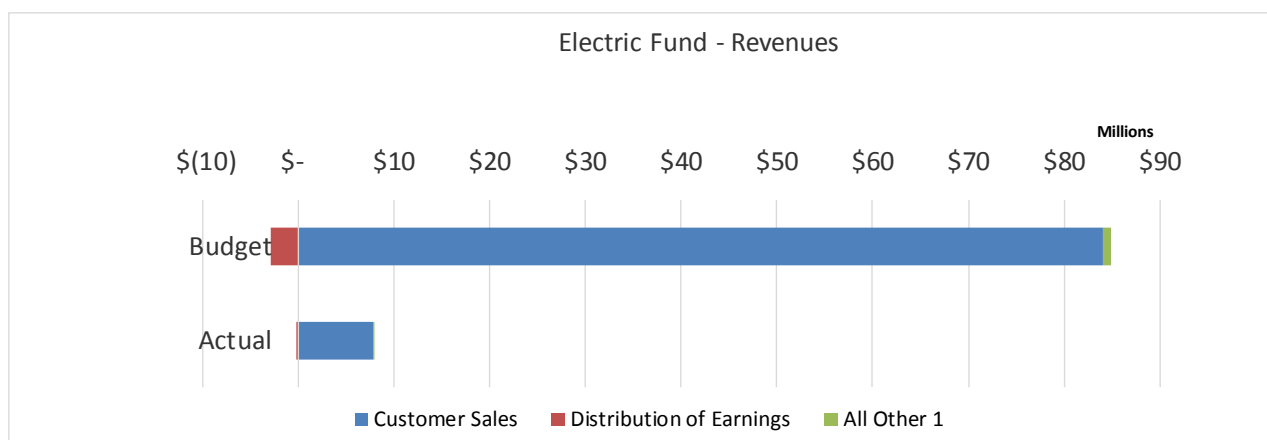
Expenditures

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 47,785,900	\$ 3,096,541	6%
Electric Operating Div. Exp.	7,046,200	465,737	7%
Interfund Services	3,912,900	496,567	13%
Debt Service	1,379,500	116,517	8%
Post Retirement Benefits	721,400	60,120	8%
Capital Project Transfers	6,816,000	-	0%
General Fund Transfer	10,000,000	833,330	8%
Depreciation Reserve	5,000,000	-	0%
All Other ²	2,053,500	280,503	14%
	<u>\$ 84,715,400</u>	<u>\$ 5,349,315</u>	<u>6%</u>

¹ Includes Rental Revenue, Miscellaneous Service Revenue, Interest Income, Penalties, General Service Billing Received from Uncollectible, and Green Energy Charge

² Includes Utility Tax, Interest on Deposits, Green Energy, A/R Write-offs, and Bank & CC Fees

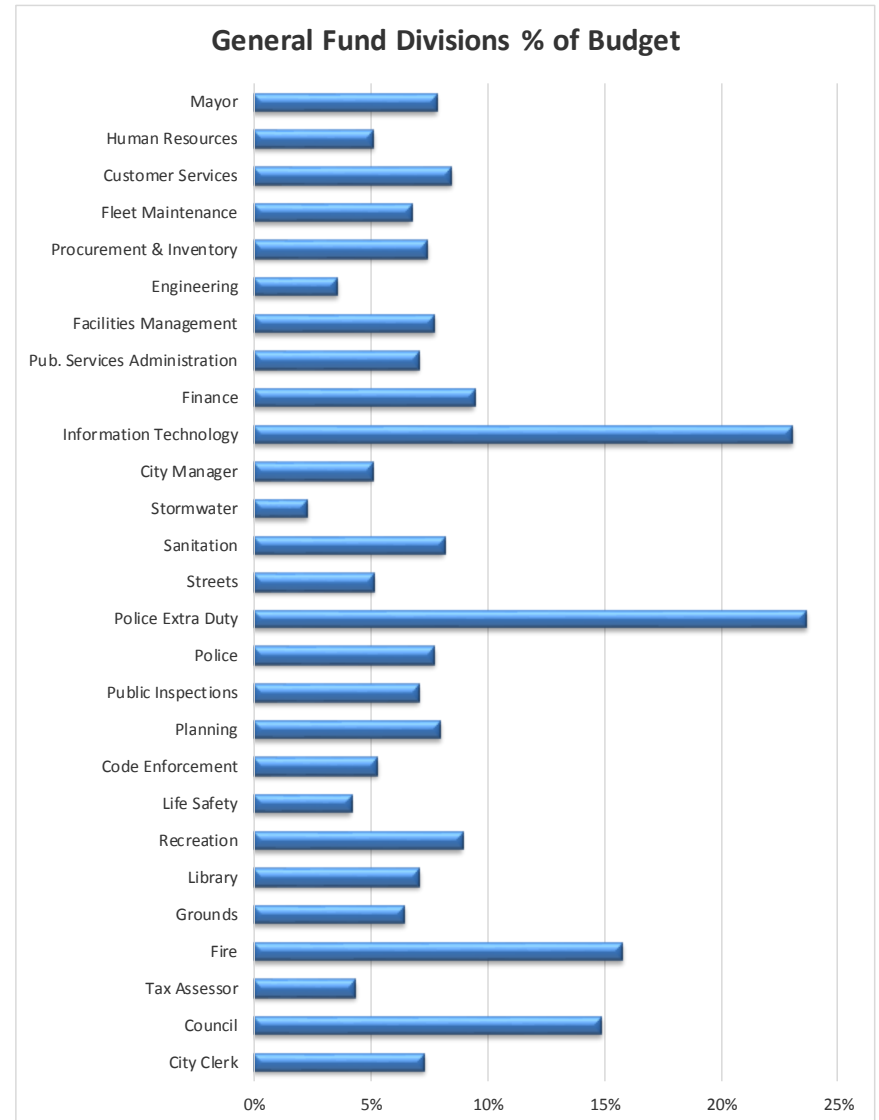
<u>Megawatt Hours Sold & Purchased</u>	<u>Rev. Budget</u>	<u>Actual</u>
Sales to Customers MWh (excl. Street Light MWh)	753,669	70,638
Sales per MWh	\$105.90	\$104.79
Purchased/Generated MWh	785,072	83,584
All In MWh Supply & Generation	\$60.87	\$37.05



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City of Dover
Division Expense Summary (General Fund)
Fiscal Year to Date (July 2019)

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 432,600	\$ 31,433	7%
Council	157,700	23,432	15%
Tax Assessor	398,200	17,231	4%
Fire	763,700	120,291	16%
Grounds	1,269,500	81,853	6%
Library	1,779,800	126,019	7%
Recreation	1,156,600	103,203	9%
Life Safety	381,500	15,844	4%
Code Enforcement	680,200	35,990	5%
Planning	570,400	45,514	8%
Public Inspections	644,700	45,429	7%
Police	17,183,900	1,329,266	8%
Police Extra Duty	665,100	157,119	24%
Streets	810,600	41,666	5%
Sanitation	2,432,400	197,994	8%
Stormwater	859,000	19,604	2%
City Manager	1,007,900	50,866	5%
Information Technology	747,000	172,309	23%
Finance	935,800	88,089	9%
Pub. Services Administration	802,300	56,614	7%
Facilities Management	655,700	50,718	8%
Engineering	368,800	13,156	4%
Procurement & Inventory	684,400	50,739	7%
Fleet Maintenance	1,051,200	70,885	7%
Customer Services	1,067,500	90,028	8%
Human Resources	524,200	26,651	5%
Mayor	226,900	17,726	8%
	\$ 38,257,600	\$ 3,079,669	8%



City of Dover
Utilities Summary
Fiscal Year to Date (July 2019)

Water Division Expenses

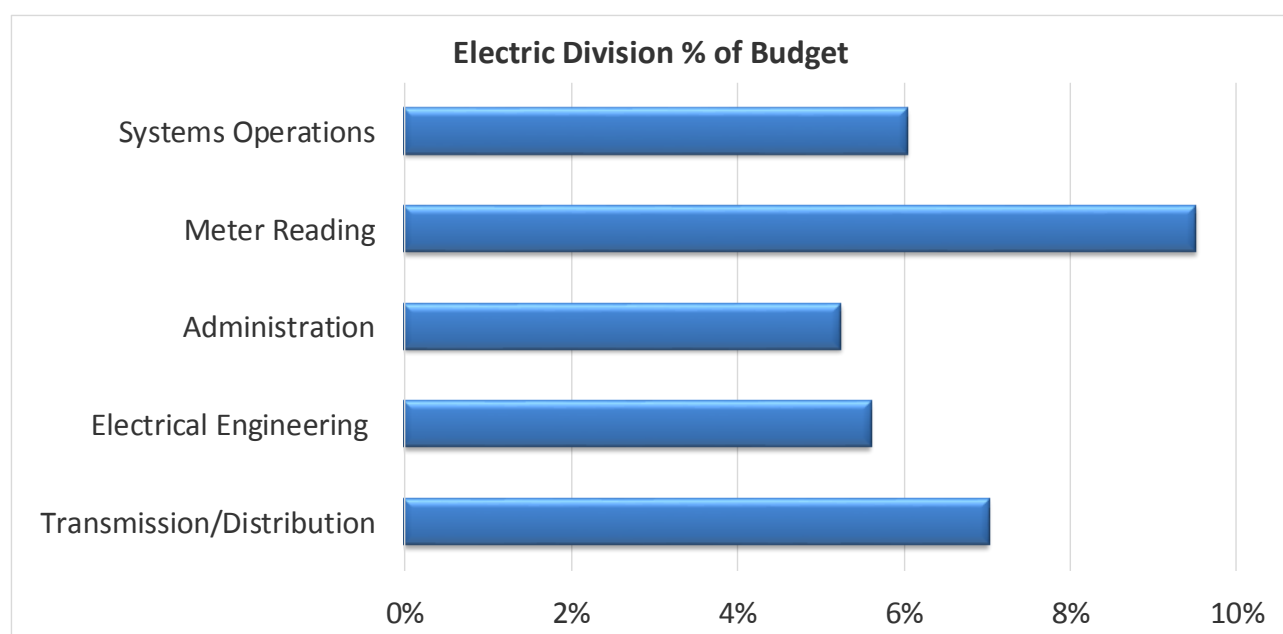
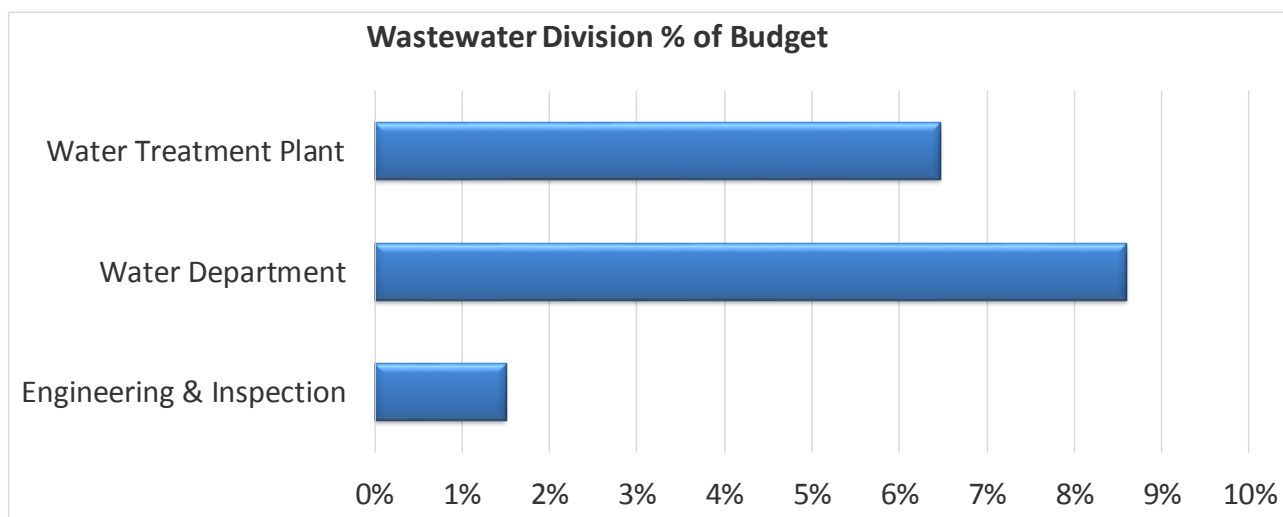
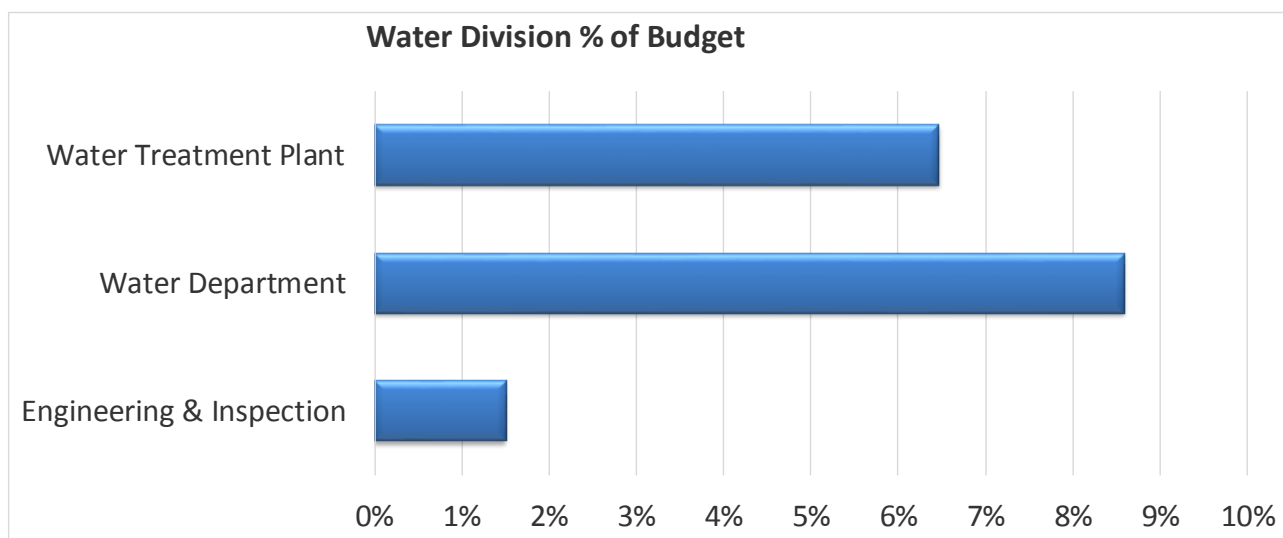
	<u>Budget</u>		<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 371,400	\$	5,560	1%
Water Department	638,400		54,837	9%
Water Treatment Plant	2,080,900		134,494	6%
	<u>\$ 3,090,700</u>	<u>\$</u>	<u>194,891</u>	

Wastewater Division Expenses

	<u>Budget</u>		<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 195,100	\$	12,092	6%
Wastewater Department	1,153,900		80,141	7%
	<u>\$ 1,349,000</u>	<u>\$</u>	<u>92,233</u>	

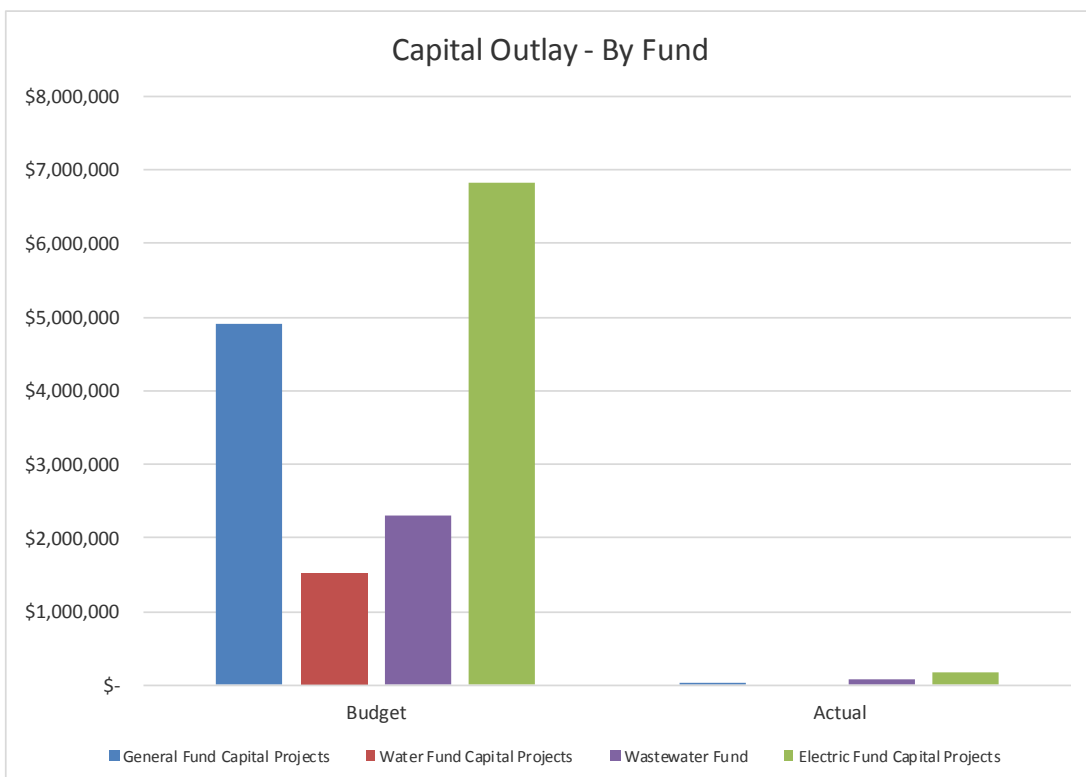
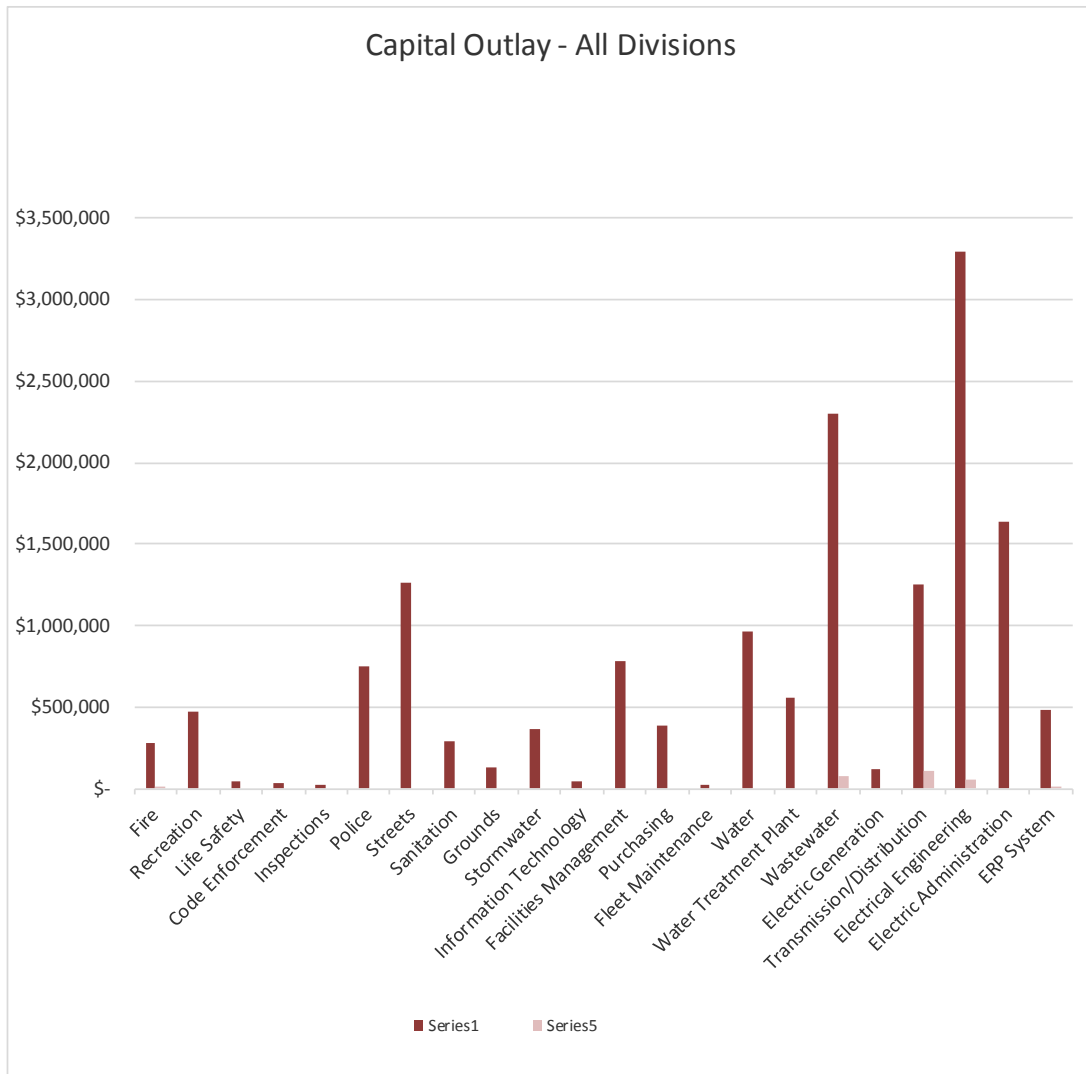
Electric Division Expenses

	<u>Budget</u>		<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 3,802,800	\$	266,853	7%
Electrical Engineering	1,372,900		76,909	6%
Administration	615,500		32,214	5%
Meter Reading	401,900		38,223	10%
Systems Operations	853,100		51,538	6%
	<u>\$ 7,046,200</u>	<u>\$</u>	<u>465,737</u>	



City of Dover
Capital Outlay Summary (All Funds)
Fiscal Year to Date (July 2019)

<u>General Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Fire	\$ 281,100	\$ 6,473	2%
Recreation	476,000	-	0%
Life Safety	48,900	-	0%
Code Enforcement	37,200	-	0%
Inspections	18,600	-	0%
Police	753,900	-	0%
Streets	1,266,500	-	0%
Sanitation	287,200	-	0%
Grounds	128,400	-	0%
Stormwater	365,000	-	0%
Information Technology	45,600	-	0%
Facilities Management	784,000	-	0%
Purchasing	390,000	-	0%
Fleet Maintenance	21,600	-	0%
General Fund Capital Projects	\$ 4,904,000	\$ 6,473	0%
<u>Water Fund</u>			
Water	\$ 960,400	\$ -	0%
Water Treatment Plant	559,700	-	0%
Water Fund Capital Projects	\$ 1,520,100	\$ -	0%
<u>Wastewater Fund</u>			
Wastewater	2,302,600	75,296	3%
Wastewater Fund Capital Projects	\$ 2,302,600	\$ 75,296	3%
<u>Electric Fund</u>			
Electric Generation	\$ 115,000	\$ -	0%
Transmission/Distribution	1,255,000	107,753	9%
Electrical Engineering	3,293,000	51,840	2%
Electric Administration	1,643,200	-	0%
ERP System	488,000	7,218	1%
Electric Fund Capital Projects	\$ 6,816,000	\$ 166,811	2%
Total Capital Projects	\$ 15,542,700	\$ 248,580	2%



July 2019 Procurement & Inventory Report

Measure	FY 2020	FY 2019	DIFFERENCE
<i>Issue Effectiveness – How often the warehouse has what the departments need when it's needed. [issues / (issues + back orders)] * 100</i>	FY 2020 (To date) [420/(420+12)]*100 97.22%	FY 2019 (Total) [4,323/(4,323+160)]*100 96.43 %	+0.79%
<i>Turn Over Rate – Indicates that the material stocked is the material being used. (2018-2019 Goal 1 per year) WITHOUT TRANSFORMERS</i>	0.82 Turnovers per year	0.89 Turnovers per year	-0.07 Turnovers per year

COMMODITY	BID NUMBER	TERM	REQUESTING DEPARTMENT	STATUS as of August 6, 2019
Collection Services for the City of Dover	19-0023CM	Three Year	City Manager	Forwarded to Admin Services on 7/10/2019
FY19 Street and Alley Program	19-0024PW	One Time	Public Works	Forwarded to Public Works on 7/9/2019
Demolition of 33 South Queen Street	19-0026PI	One Time	Inspections	Forwarded to Inspections on 07/01/2019
Columbia Avenue Water Main Replacement	20-0001PW	One Time	Public Works	Bid opening Scheduled for 09/03/2019 @ 2:00 pm

<u>FUEL USE</u>	<u>FY 2020 TO DATE</u>	<u>FY 2019 TO DATE</u>	<u>STOCK WITH OVER 60 MONTH SUPPLY (5 YRS)</u>	
Unleaded:	12,763 gallons	11,601 gallons	Electric:	\$ 546,270.74 281 Line Items
Diesel:	6,831 gallons	5,773 gallons	Water:	\$ 19,163.53 39 Line Items
Dollars Spent:	\$39,360.91	\$38,743.39	General:	<u>\$ 35,822.22</u> 114 Line Items
			Total:	\$ 601,256.49 434 Line Items

<u>Purchase Orders for Stock by Fund</u>			<u>Issues from Stock by Fund</u>		
	<u>FY 2020 TO DATE</u>	<u>FY 2019 TO DATE</u>		<u>FY 2020 TO DATE</u>	<u>FY 2019 TO DATE</u>
Electric:	\$72,300.69	\$26,084.52	Electric:	\$86,809.75	\$41,661.47
Water:	\$2,322.04	\$13,733.65	Water:	\$15,753.35	\$18,486.05
Wastewater:	\$74.80	N/A	Wastewater:	\$110.60	N/A
General:	<u>\$12,237.17</u>	<u>\$24,753.39</u>	General:	<u>\$11,938.12</u>	<u>\$7,729.29</u>
Total:	\$86,934.70	\$64,571.56	*Total:	\$114,611.82	\$67,876.81

<u>Warehouse Stock</u>		
	<u>FY2020</u>	<u>FY2019</u>
Total Dollar Value:	\$1,907,753.53	\$2,091,070.28
Total Line Items:	1,217	1,292

<u>Money Spent for Postage/Postal Services</u>	
<u>FY 2020 TO DATE</u>	<u>FY2019 TO DATE</u>
\$14,752.45	\$14,376.79

* Total of Issues from Stock by Fund includes Issues from Sale from Stock (SS) and Electric Returns (ER).